40.2 Deploy and Maintain Assets

40.2.1 Deploy and Maintain Assets

Start

1. Identify Maintenance Required

2. Update Asset Status

3. Determine/Update Asset Parent/Child Relationship

4. Update Physical Information

5. Add/Update Cost

6. What If Depreciation Simulation

7. Capitalize Asset/Update Useful Life

8. Recategorize Asset

9. Reinstate Asset

10. Run Depreciation

11. Calculate Period Depreciation

12. Run Period Depreciation

13. Run Depreciation Close Process

14. Create Accounting Entries

End
40.2 Deploy and Maintain Assets

40.2.2 Intra-unit Asset Transfer

**Agency Asset Processor**

1. Transfer Agreement
2. Initiate Workflow
3. Approve Transfer
4. Deny Transfer
5. Resolve Transfer Issue
6. Run Depreciation
7. Initiate Intra-unit Transfer
8. Review/Update ChartField Information
9. Run Parent/Child Transfer Process

**Agency Asset Approver**

10. Review/Update Asset
11. Transfer Complete
12. Create Accounting Entries

**Process Flowchart**


(No) 8. Review/Update ChartField Information → 40.2.1.6 Add/Update Cost → 40.2.1.8 Recategorize Asset → 10. Review/Update Asset → 11. Transfer Complete → End

4. Deny Transfer → (No) 3. Approve Transfer → Yes

R2

R3
40.2 Deploy and Maintain Assets

40.2.3 Inter-unit Asset Transfer

Agency A - Asset Processor

1. Transfer Agreement

2. Initiate Workflow

3. Approve Transfer

4. Deny Transfer

5. Resolve Transfer Issue

6. Run Depreciation

7. Initiate Inter-unit Transfer

8. Enter New Business Unit

9. Run Parent/Child Transfer Process

10. Review/Update Asset

11. Asset Established

12. Review/Update Custodian/Location/Tag

13. Create Accounting Entries

Agency B - Asset Processor

End
40.2 Deploy and Maintain Assets

40.2.4 Asset Disposal

Start

1. Identify/Review Assets for Disposal

Surplus Asset
Lost/Stolen
Others

2. Attach Required Documents to Asset Record (as applicable)

Asset Lost or Stolen?
Yes

3. Initiate Asset Disposal Process

Asset Lost or Stolen?
No

4. Initiate Write-off Approval Workflow

5. Review/Approve Write-off Request

Approved?
Yes
No

6. Approve Request

7. Update Asset Record (Asset Status: Disposed)

8. Run Depreciation

9. Calculate Gain/Loss

10. Run Depreciation Close

11. Create Accounting Entries

End

DFS Asset Processor

12. Deny Request

R1

R2

R3
40.2 Deploy and Maintain Assets

40.2.5 Physical Inventory

Start
1. Set Up Physical Inventory
2. Review Asset Extract
3. Extract Asset Data
4. Perform Physical Inventory in Florida PALM
   - Yes
   - No
   - Load Scan File
5. Import Asset Extract
6. Perform Physical Inventory
7. Reconcile Physical Inventory Results
   - Yes
   - No
   - Generate Results
8. Physical Inventory Scan Results
9. Review Scanned Data
10. Verify Duplicate Tag/Serial #
11. Generate Results
12. Generate Transactions (Optional)
13. Generate Results
14. Delete Data
End